

Keyboarding I

Levels: Grades 7-9

Units of Credit: 0.50

CIP Code: 52-0428

Core Code: 32-02-00-00-300

Prerequisite: None

Skill Test: None

COURSE DESCRIPTION

In the beginning semester keyboarding course, the student will master touch operation on a computer keyboard. Correct fingering by touch and good techniques will receive primary emphasis; speed and accuracy will be given secondary emphasis. The fourth row numbers and symbols and 10-key pad will also be taught. The student will use basic word processing functions on a variety of document types.

CORE STANDARDS, OBJECTIVES, AND INDICATORS

STANDARD 1

The student will demonstrate correct touch keyboarding techniques.

Objective 1: Students will demonstrate eyes on copy, correct fingering, good techniques, and appropriate posture while operating the keyboard.

- a) Feet placed appropriately for balance.
- b) Center body to the "h" key with elbows at sides.
- c) Sit up straight.
- d) Curve fingers over the home keys.
- e) Keep wrists off the keyboard.
- f) Keep eyes on printed copy.
- g) Key by touch.

STANDARD 2

Students will develop touch keystroking speed and accuracy.

Objective 1: Students develop and improve keystroking speed and accuracy.

- a) Complete a program of customized drills, exercises, and timings to reinforce touch operation of the keyboard and to increase speed and accuracy.
- b) End of first nine weeks: Using 95% high frequency words (hfw) straight-copy material and 2 minute timed writings, key by touch at 25 wpm with 6 or fewer errors.
- c) End of semester: Using 90% high frequency words (hfw) straight-copy material and 2-minute timed writings, key by touch at 35 wpm with 4 or fewer errors.

Objective 2: Students will demonstrate skill in using numbers, symbols and punctuation marks.

- a) Key numbers by touch using the 10-key pad.
- b) Use the fourth row to key numbers and symbols using correct fingering.
- c) Use appropriate spacing rules for numbers, symbols and punctuation.

STANDARD 3

Students will demonstrate a working knowledge of basic word processing functions and proofreading.

Objective 1: Students will apply basic word processing functions using a variety of documents.

- a) Utilize basic functions: open, close, save, save as and print.
- b) Utilize basic editing and formatting functions: copy, move, paste, font, line spacing, alignment, margins and word wrap.
- c) Utilize outlines, bullets, and numbering functions.

Objective 2: Students will be able to proofread and make corrections using word processing software.

- a) Edit documents using proofreader's marks.
- b) Make spelling and punctuation corrections on a variety of documents.

STANDARD 4

Students will develop skill composing at the keyboard.

Objective 1: Students will demonstrate composition skills at the keyboard.

- a) Key composition exercises from teacher prompt.
- b) Compose sentences, short paragraphs, and stories.